



# BRAKE-ING NEWS

January 2004

COMMERCIAL DRIVER TRAINING SCHOOLS NEWSLETTER

## DOL updates instructor exam

The Department of Licensing Commercial Driver Training Schools Program (CDS) has updated the knowledge examination for instructor applicants. The current test has been replaced with a new examination that ensures greater clarity, that has improved and current content, and that reflects the program's current rules and regulations.

Before implementing the new examination, the CDS program is asking for your help. The exams taken by licensed instructors will confirm the level of knowledge that we should expect of properly prepared instructor's license



applicants. Notification will be sent to all Schools asking for instructors who would be interested in taking this test. You will then be notified by mail with a written authorization to take the examination at an office in your area.

Please call the CDS office at 360.902.0110 with any questions.

## New instructor certificate process

Currently, DOL issues original driver training school *instructor* certificates to all main and branch school locations for each instructor. Effective March 1, original instructor certificates will be issued to the *main* driving school location only. It will become each driving school's responsibility to copy, distribute, and display instructor certificates at

all branch school locations that the instructor teaches for. Instructors will still be expected to notify the DOL within 30 days of any change to their teaching locations so that our database may be updated to reflect accurate teaching locations. In addition, listing the school locations on the instructor's annual renewal notice is still required.

## No partial credit for out-of-state work

Are you aware that a student cannot complete one phase of traffic education in another state and take the remaining phase in our state? For example, the student has taken the classroom portion in California, and moves to



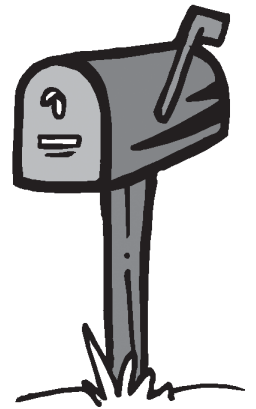
Washington and wants to complete his driver education by only taking the behind the wheel instruction. This is not acceptable. They must have completed the classroom and the behind the wheel instruction in the same state, and the out-of-state training must meet or exceed Washington standards.

## Please send your paperwork by mail

When sending paperwork to the Department of Licensing:

Hand delivered mail will no longer be accepted at the front counter located on the 1<sup>st</sup> floor of the Highways-Licensing building. The department has a policy in regards to mail deliverance and because often time applications or renewal paperwork is dropped off at the counter that contains money, the Office of System and Program Review had directed the agency to no longer accept hand delivered items.

Applications received that contain checks or money orders are routed to DOL's revenue accounting section so that the funds can be logged in and deposited. Once that is completed, the original paperwork is sent to the program area. Please direct all correspondence, including applications to:



Department of Licensing  
P.O. Box 9048  
Olympia, WA 98507-9048

# Bringing you up to speed



A five year complete driving abstract is required to obtain or renew an instructor certificate. DOL obtains permission to access the instructors driving record and so can you! It is in your best interest to check the driving records of your instructors regularly. If your instructor is suspended he or she will not be covered by insurance. We have the forms available for you to get permission to access the record or you can have the instructor provide the abstract. Be sure it is the 5-year "complete" record. The cost is \$5.00.

Those schools that only instruct adults still must meet all the same criteria as schools teaching students under 18 years old. If you are an adult driving school and would like some help to get into compliance, please contact Tana Cochran, CDS Program Compliance Coordinator, for assistance at (360) 902-3698, or [tcochran@dol.wa.gov](mailto:tcochran@dol.wa.gov).

It seems a few of the driver licensing offices are receiving instruction permit waiver forms that are blank except the instructor signature. Please do not hand out the instruction permit application waiver to the student without at least filling in the student's name. A blank form signed by the school owner/instructor could get into the wrong hands.

## Advisory Committee members

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Traffic Safety Commission  
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Olympia, WA 98504-0944  
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Superintendent of Public Instruction  
**Dave Kinnunen**  
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Olympia, WA 98504-7200  
Phone: 360/ 725-6125  
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School owner representative  
**Tom Harris**, Regional Director  
Sears Driving School  
903 5th Avenue #103  
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Phone: 425/ 889-8778  
Fax: 425/ 889-8999  
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School instructor representative  
**Frank Rexus**, Representative  
Alexis Driving School  
3703 Pacific Avenue SE  
Olympia, WA 98501  
Phone: 360/ 491-4728

All terms expire November 1, 2004.

## Advisory Committee newsbriefs

### Please be prepared if you wish to speak at meetings

All Advisory Committee meetings are open to the public. However, if you are a school owner or instructor planning to attend an upcoming meeting and have an item you would like the board to address, you will need to prepare and submit a summary of what you wish to discuss or present, how much time you will need, and who will be attending. In addition, please indicate if the item for discussion is going to be an action or information item. Since the agendas are preset, unless you have requested time on the agenda, it will not be introduced at the meeting.

### New appointment

Last month, letters were sent out to all instructors regarding applications for the unexpired Instructor position on the Advisory Committee. Frank Rexus, of Alexis Driving School of Olympia, was selected. Frank brings to the committee over 30 years of traffic safety education. He taught in the public school system for several years and has previously owned his own school. Mr. Rexus' term will expire November, 2004.

RCW 46.82 Tidbit:

**46.82.320 (5):** The person whom an instructor's license has been issued shall notify the Director in writing within thirty days of any change of employment or termination of employment, providing the name and address of the new driver training school by whom the instructor will be employed.